

**PLEASANT DALE PARK DISTRICT
JOB DESCRIPTION**

JOB TITLE: Summer Camp Coordinator

DEPARTMENT: Recreation

SUPERVISION: Reports to: Recreation Supervisor
Responsible for: Summer Camp Counselors

SUMMARY:

The Summer Camp Coordinator will work collaboratively with the Recreation Supervisor in overseeing the daily activities, general camp operations, and programs to ensure a quality summer camp. The Summer Camp Coordinator is a part time "at will" employee and may require early hours.

QUALIFICATIONS:

The ideal candidate should be 21 years of age or older and possess a college degree, preferably in Parks and Recreation, Education or similar. The candidate must have previous experience in managing childcare programs between the ages of 3-15 years old as well as summer camp experience. The candidate must have the ability to establish and maintain effective working relationships with employees, superiors, campers, families, and the public.

The Summer Camp Coordinator must be CPR/AED and First Aid certified or ability to acquire before summer camp begins. (Employer will provide training if needed) Candidate must also pass a drug screening and criminal background check. A valid state-issued driver's license and safe driving record required.

REQUIRED SKILLS:

Must have the ability to perform daily tasks without supervision and solve problems as they arise. Candidates should be able to effectively communicate by phone, 2-way radio, text, or email. Ability to perform light physical work, lift and carry up to 40 pounds. Ability to stand, walk, sit, ride, reach, grasp, and perform body movements and to keep up with active children involved in the program.

DUTIES & RESPONSIBILITIES:

1. Attend all preseason training sessions and staff preparation/planning meetings
2. Assist with training, evaluation, and motivation of Camp Counselors
3. Be responsible for the safety, education, and recreational programming of camp participants
4. Adhere to Pleasant Dale Park District policies, procedures, and safety standards
5. Create and implement program activities daily
6. Be responsible for camper medication forms and proper distribution
7. Supervise campers and camp counselors at all times
8. Submit written reports including accident and incident reports, supply requests, discipline reports, day off request forms, attendance rosters, and any other necessary reports
9. Maintain first-aid kits for entire camp and camp staff
10. Prepare attendance sheets and collect weekly from counselors
11. Communicate via phone, email or text with families and contractors as needed and be available to answer parent questions and concerns in person
12. Organize and maintain camper participant forms
13. Work cooperatively as a team member with all other staff members

14. Transport campers and staff in park district vehicles when necessary.
15. Attend and supervise all field trips and take group attendance several times throughout
16. Monitor all camp equipment and supplies, ensuring items are returned to their home after use
17. Assist with the end of day cleanup
18. Perform any additional tasks as assigned
19. Work the 3rd of July Fireworks

PHYSICAL DEMANDS/WORK CONDITIONS:

Prolonged hours from June to August

May be exposed to elements when supervising children outside including heat, cold, wind, rain, storms, etc.

Monitoring threatening and adverse weather conditions

Must be able to lift 40 pounds

Vision acceptable per DMV requirements of operation of a motor vehicle

Must be able to stay mobile for the duration of work shift to ensure camper safety

SAFETY ISSUES:

Actively support the loss control program that will effectively control and reduce accidents.

Obey the practical safety rules, regulations and procedures established by the loss control program that is pertinent to the activities conducted.

Promptly report to the Safety Coordinator all accidents and injuries occurring within the course of employment, no matter how minor.

Promptly report to the Safety Coordinator all unsafe actions, practices or conditions observed.

Accident report must be filled out for each incident.